

**PAYROLL DIRECT DEPOSIT FORM**

HUMAN RESOURCES DEPARTMENT

Westwood Town Hall 580 High Street Westwood, MA 02090 781-320-1072

**DIRECT DEPOSIT YOUR PAY INTO A CHECKING OR SAVINGS ACCOUNT**

*I Authorize the Town of Westwood to activate Direct Deposit of my Pay into my account as follows:*

NAME OF EMPLOYEE:	
PHONE #:	
EMAIL ADDRESS:	
NAME OF BANK:	

**\_\_\_ CHECKING ACCOUNT: Attach a voided check/direct deposit form or statement from bank with Routing and Account numbers**

**\_\_\_ SAVINGS ACCOUNT: Attach a statement from bank with Routing and Account numbers**

Staple Check here

***Direct Deposit will be effective immediately.***

***\*\*If this information is not 100% accurate the funds will NOT be deposited and your pay will be delayed until the next pay cycle***

Employee Signature	Date
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Please return this completed form to the Human Resources Department.